

Employee Post-Travel Disclosure of Travel Expenses

Date/Time Stamp:

Post-Travel Filing Instructions: Complete this form within 30 days of returning from travel. Submit all forms to the Office of Public Records in 232 Hart Building.

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SECRETARY OF THE SENATE
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In compliance with Rule 35.2(a) and (c), I make the following disclosures with respect to travel expenses that have been or will be reimbursed/paid for me. I also certify that I have attached:

- ☒ The **original** *Employee Pre-Travel Authorization* (Form RE-1), **AND**
☒ A **copy** of the *Private Sponsor Travel Certification Form* with all attachments (itinerary, invitee list, etc.)

Jackie Whisman, Director of Development and Outreach at the Information Technology and Innovation

Private Sponsor(s) (list all): Foundation

Travel date(s): June 1 - 3, 2017

Name of accompanying family member (if any): N/A

Relationship to Traveler: ☐ Spouse ☐ Child

IF THE COST OF LODGING DID NOT INCREASE DUE TO THE ACCOMPANYING SPOUSE OR DEPENDENT CHILD, ONLY INCLUDE LODGING COSTS IN EMPLOYEE EXPENSES. (Attach additional pages if necessary.)

Expenses for Employee:

	Transportation Expenses	Lodging Expenses	Meal Expenses	Other Expenses (Amount & Description)
<input type="checkbox"/> Good Faith Estimate <input checked="" type="checkbox"/> Actual Amount	\$579	\$456	\$161	N/A

Expenses for Accompanying Spouse or Dependent Child (if applicable):

	Transportation Expenses	Lodging Expenses	Meal Expenses	Other Expenses (Amount & Description)
<input type="checkbox"/> Good Faith Estimate <input type="checkbox"/> Actual Amount				

Provide a description of all meetings and events attended. See Senate Rule 35.2(c)(6). (Attach additional pages if necessary.)

At Lucasfilm I learned about the intersection of art and technology through technology demonstrations of virtual reality. We also toured the AT&T flagship store to learn about new Internet of Things products and community investments into STEM by the company. During our tour of Yelp, we learned about the Yelp government feature, and a new autonomous food delivery service they were partnering with. Later, at dinner with venture capitalists, we learned about the challenges companies face in getting accurate data on cyber vulnerabilities.

At Akamai, VMware, and Equinix, we learned about the various technologies websites use to deliver content to consumers, including by storing data on cloud servers, and the challenges to securing it. At Merck, we learned about the life-saving cancer drug Keytruda, and how biotechnology is advancing the way we treat patients. At Google, we received an overview of new initiatives the company is pursuing to increase diversity, like on YouTube, and expand access art and culture. Lastly, with the 49ers I learned of their STEAM camps for youth and their success in engaging kids to pursue STEAM careers.

6/8/2017
(Date)

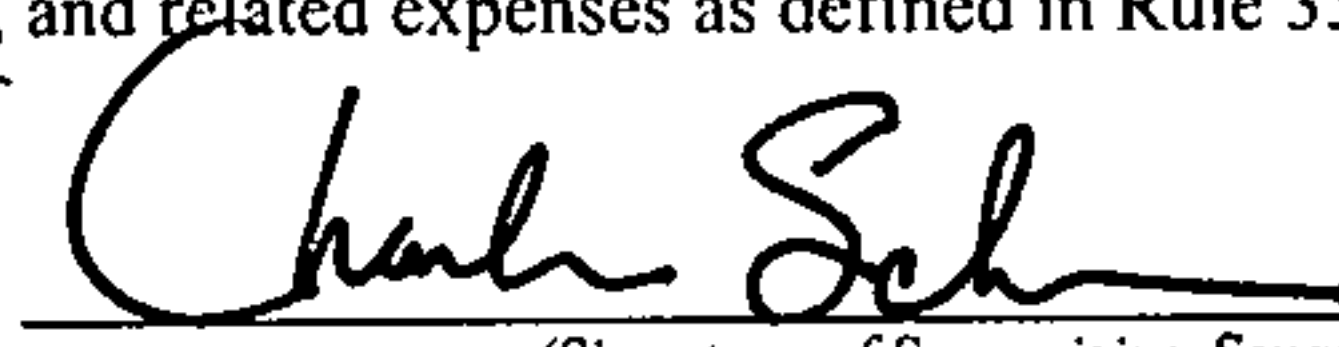
Beatrice Pollard
(Printed name of traveler)


(Signature of traveler)

TO BE COMPLETED BY SUPERVISING MEMBER/OFFICER:

I have made a determination that the expenses set out above in connections with travel described in the *Employee Pre-Travel Authorization* form, are necessary transportation, lodging, and related expenses as defined in Rule 35.

6/8/17
(Date)


(Signature of Supervising Senator/Officer)

March 17, 2017

Beatrice Pollard
Legislative Assistant
Senator Chuck Schumer
Washington, DC

Dear Beatrice:

I would like to invite you to participate in the next ITIF Education Series Staff Trip — periodic bicameral, bipartisan trips with House, Senate and Administration staffers to high-tech hubs around the country — and travel with us to San Francisco and Silicon Valley, California Wednesday, May 31 through Friday, June 2, 2017.

Over the past decade, ITIF has hosted Hill staff and administration officials on these educational tours to visit innovative companies — large and small — in a variety of sectors, from IT and telecom and media, to biotechnology and clean energy. We visit cutting-edge organizations and actually see how technology is being developed by talking with the engineers, scientists and entrepreneurs doing the work.

In the past, we have toured highly secure facilities to see where the Internet actually comes together. We have visited laboratories and heard from experts working on biotechnology cures for chronic human diseases, seen facilities dedicated to developing desk-top machines that will sequence a human genome for under \$1,000, and had discussions with leaders dedicated to developing the most advanced artificial intelligence software in the world. We have walked incredible factory floors and seen advanced thin film solar arrays being manufactured, glimpsed room-size digital offset printers, walked in the giant hangers where composite jet airplanes are made, and seen how the most advanced digitally animated movies are made.

We have talked with world-leading technology executives and futurists to hear how innovations like advanced wireless and quantum computing may change our world over the next decade. And we have had fascinating dinner conversations with leading venture capitalists, university presidents and others on the key issues affecting the U.S. innovation and entrepreneurial economy.

We expect this trip to be no different — especially since we expect to have about 20 staffers like you joining us. We anticipate a packed schedule, likely to include stops at Merck, Google, IBM, Jet.com, Ubisoft and others, along with lively policy discussions over dinner each night.

We would love for you to participate in what we know will be another great trip and take advantage of the opportunity to see innovation in action. This is a great opportunity to engage in rich discussions and dialogues with leading innovation companies and thinkers.

I have taken the liberty of including a tentative schedule below:

Wednesday, May 31:	Morning flight from Washington, DC (DCA) to San Francisco (SFO) followed by site visits in the afternoon and a dinner discussion in the evening.
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Thursday, June 1: Company site visits beginning first thing in the morning in San Francisco, additional site visits in Silicon Valley, then a roundtable dinner discussion.

Friday, June 2 Final company site visits in Silicon Valley before an afternoon flight home to DCA.

All travel expenses and meals are paid for by ITIF and the trip complies with House, Senate and administration rules governing privately sponsored travel. As you know, the House and Senate Ethics Committees require trip attendees to complete an often lengthy process prior to travel. To ensure timely submission of ethics materials to the appropriate committees, please let us know if you plan to participate in the trip by replying to Kaya Singleton at ksingleton@itif.org by Friday, April 14, 2017.

ITIF is a non-profit, non-partisan public policy think tank committed to articulating and advancing a pro-productivity, pro-innovation and pro-technology agenda internationally, in Washington and in the states. ITIF focuses exclusively on innovation, productivity, and digital economy issues all in the context of expanded global integration. ITIF is a 501(c)(3) organization governed by a board of distinguished IT and innovation policy leaders and experts. For more information, visit www.ITIF.org.

Please feel free to contact me at ratkinson@itif.org with any questions. Again, to RSVP, please contact ITIF's Congressional Outreach Manager, Kaya Singleton, at ksingleton@itif.org by Friday, April 14, 2017.

We look forward to hearing from you.

Sincerely,



Robert D. Atkinson, Ph.D.
Founder & President, ITIF

**ITIF Education Series Staff Trip
May 31 – June 2, 2017**

Wednesday, May 31, 2017 – San Francisco

- | | |
|-----------------|--|
| 8:30 AM EST | United Airlines Flight 2042 Departs DCA |
| 11:35 AM PST | United Airlines Flight 2042 Arrives SFO |
| 12:00 PM | Group Transportation Departs SFO (<i>Boxed Lunch Paid for by ITIF</i>) |
| 12:30 – 2:00 PM | Visit and Discussion at Lucasfilm
Staffers visit with executives, engineers and visual effects artists from Lucasfilm and Industrial Light and Magic. They will learn about the intersection of art and technology through technology demonstrations and interactive discussion with those on the front lines in this area. Throughout the demonstrations and discussion they will see how the business of film production both leverages and drives technology innovation, as well as how the film and visual effects business is impacted by trade, intellectual property and tax policy.
<i>1 Letterman Drive, Building B (Entrance at Yoda Fountain), San Francisco</i> |
| 2:30 – 4:00 PM | Product Demos and Discussion at AT&T Flagship Store
Visitors will be able to see industry-leading consumer IoT products, including interactive television offerings, smart home technologies, and connected car demonstrations. Guests will also be able to try out virtual reality headsets and see consumer drones, and AT&T will show how their network is powering all of these emerging technologies. The product demos will be followed by a discussion of community investment and public policy initiatives.
<i>1 Powell Street (Enter on Cyril Magnin Street), San Francisco</i> |
| 4:30 – 6:00 PM | Visit Yelp
Staffers will be exposed to the company's multiple commercial verticals, including our user review software, Eat24 food delivery platform, and Yelp Knowledge platform. To continue to innovate within these verticals, we are working on/with technologies that are at the forefront of many conversations in Washington, DC; these include machine reading, virtual reality, online advertising, and privacy policies. Staffers will also see a short presentation that chronicles what Yelp has done within the policy space — examples include: partnering with cities and counties to include restaurant inspection information, adding a gender-neutral restroom attribute to our site, and advocating for the passage of the Consumer Review Fairness Act in 2016 — as well as goals for 2017 and legislative accomplishments thus far.
<i>140 New Montgomery Street, San Francisco</i> |
| 6:30 – 8:00 PM | Dinner Discussion with San Francisco Venture Capital Community
ITIF has invited a number of local venture capitalists and startup entrepreneurs to participate in this roundtable dinner discussion. The discussion is meant to help staffers understand the startup ecosystem in the San Francisco/Silicon Valley region generally, but we will also focus more specifically on cybersecurity |

and how governments and the private sector can ensure the security and resiliency of computers and networks. The invited guests from the venture community have all either run or invested in startup companies that focus on cybersecurity solutions, and will be able to offer their insights on the real-world implications of this critical and complicated policy issue.

Boudin Bistro, 160 Jefferson Street, San Francisco
Dinner Paid for by ITIF

Overnight **San Francisco Marriott Union Square**
480 Sutter Street, San Francisco

Thursday, June 1, 2017 – San Francisco & Silicon Valley

8:40 AM **Group Transportation Departs Marriott Union Square**

9:00 – 10:30 AM **Ubisoft Gaming & Software Company**
Participants will hear from the leadership team at the video game publisher Ubisoft, who will provide an overview of the company and the policy challenges faced by the video game industry, including content regulation, intellectual property protections and the enforcement of copyright laws on the federal level, and how state and local legislators can help cultivate welcoming environments for computer and video game companies.
361 Brannan Street (Entrance in Alley), San Francisco

10:30 – 11:30 AM **Drive Time to Silicon Valley (Boxed Lunch Paid for by ITIF)**

11:30 AM – 1:00 PM **Tour of Akamai's Network Operations Command Center (NOCC)**, which provides a compelling view of real-time traffic conditions on the Internet. Participants will also have the opportunity to meet with Akamai President Rick McConnell and other company executives to discuss the company's latest efforts to help make the Internet fast, reliable, and secure.
3355 Scott Boulevard, Santa Clara

1:30 – 3:00 PM **Visit Equinix**
Tour of Equinix data center and discussion of the policy implications of connecting all of the major network carriers and Internet exchanges in the world.
11 Great Oaks Boulevard, Palo Alto

3:30 – 5:00 PM **Merck**
Merck will offer an introduction to the company, an overview of their Palo Alto location, which houses their biologics research center, and will discuss their recent expansion into the South San Francisco biomedical community. Guided lab tours will focus on Protein Sciences, Expression and Profiling, Pharmacokinetics and Hybridoma, and guests will have the opportunity to hear directly from the scientists conducting the research before a discussion of relevant policy proposals affecting that work.
975 South California Avenue, Palo Alto

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5:30 – 7:30 PM **Dinner and STEM Presentation with San Francisco 49ers**
Participants will hear from the leadership team of the 49ers STEM Leadership Institute, a public/private partnership between the San Francisco 49ers, the Silicon Valley Education Foundation, and the Santa Clara Unified School District that prepares students to pursue STEM majors at top-tier universities.
Montana Loft at Levi's Stadium, 4900 Marie P. DeBartolo Way, Santa Clara
Dinner Paid for by ITIF

Overnight **Comfort Inn at Stanford**
3945 El Camino Real, Palo Alto

Friday, June 2, 2017 – Silicon Valley

7:30 – 8:10 AM **Continental Breakfast Available at Comfort Inn**

8:10 AM **Group Transportation Departs Comfort Inn**

8:30 – 9:30 AM **Visit and Discussion at VMware**, which will provide an overview of emerging technologies and policy challenges associated with the Internet of Things, cybersecurity and mobility space. Participants will also have the opportunity to meet with VMware leadership to discuss ways the company is making datacenters and networks more secure, and how state, local and federal governments can support these efforts.
3401 Hillview Avenue, Palo Alto

10:00 – 11:30 AM **Google**
Staffers will have an opportunity to meet with "Googlers" on various product and policy teams, as well as a chance to see the latest products Google is working on.
1600 Amphitheatre Parkway, Mountain View

12:30 PM **Flight Check In**

1:45 PM PST **United Airlines Flight 2046 Departs SFO**

10:06 PM EST **United Airlines Flight 2046 Arrives DCA**

PRIVATE SPONSOR TRAVEL CERTIFICATION FORM

This form must be completed by any private entity offering to provide travel or reimbursement for travel to Senate Members, officers, or employees (Senate Rule 35, clause 2). Each sponsor of a fact-finding trip must sign the completed form. The trip sponsor(s) must provide a copy of the completed form to each invited Senate traveler, who will then forward it to the Ethics Committee with any other required materials. The trip sponsor(s) should NOT submit the form directly to the Ethics Committee. Please consult the accompanying instructions for more detailed definitions and other key information.

The Senate Member, officer, or employee **MUST** also provide a copy of this form, along with the appropriate travel authorization and reimbursement form, to the Office of Public Records (OPR), Room 232 of the Hart Building, within thirty (30) days after the travel is completed.

1. Sponsor(s) of the trip (please list all sponsors):
Information Technology and Innovation Foundation (ITIF)
2. Description of the trip:
Education Series Staff Trip to San Francisco and Palo Alto, California
3. Dates of travel: June 1-3, 2016
4. Place of travel: San Francisco and Silicon Valley, CA
5. Name and title of Senate invitees: See Attachment 1
6. I *certify* that the trip fits one of the following categories:
☒ (A) The sponsor(s) are not registered lobbyists or agents of a foreign principal and do not retain or employ registered lobbyists or agents of a foreign principal and no lobbyist or agents of a foreign principal will accompany the Member, officer, or employee *at any point* throughout the trip.
– OR –
☐ (B) The sponsor or sponsors are not registered lobbyists or agents of a foreign principal, but retain or employ one or more registered lobbyists or agents of a foreign principal and the trip meets the requirements of Senate Rule 35.2(a)(2)(A)(i) or (ii) (*see question 9*).
7. ☒ I *certify* that the trip will not be financed in any part by a registered lobbyist or agent of a foreign principal.
– AND –
☒ I *certify* that the sponsor or sponsors will not accept funds or in-kind contributions earmarked directly or indirectly for the purpose of financing this specific trip from a registered lobbyist or agent of a foreign principal or from a private entity that retains or employs one or more registered lobbyists or agents of a foreign principal.
8. I *certify* that:
☒ The trip will not in any part be planned, organized, requested, or arranged by a registered lobbyist or agent of a foreign principal except for *de minimis* lobbyist involvement.
– AND –
☒ The traveler will not be accompanied on the trip by a registered lobbyist or agent of a foreign principal except as provided for by Committee regulations relating to lobbyist accompaniment (*see question 9*).

9. **USE ONLY IF YOU CHECKED QUESTION 6(B)**

I *certify* that if the sponsor or sponsors retain or employ one or more registered lobbyists or agents of a foreign principal, one of the following scenarios applies:

- ☐ (A) The trip is for attendance or participation in a one-day event (exclusive of travel time and one overnight stay) and no registered lobbyists or agents of a foreign principal will accompany the Member, officer, or employee *on any segment* of the trip.

– OR –

- ☐ (B) The trip is for attendance or participation in a one-day event (exclusive of travel time and two overnight stays) and no registered lobbyists or agents of a foreign principal will accompany the Member, officer, or employee *on any segment* of the trip (*see questions 6 and 10*).

– OR –

- ☐ (C) The trip is being sponsored only by an organization or organizations designated under § 501(c)(3) of the Internal Revenue Code of 1986 and no registered lobbyists or agents of a foreign principal will accompany the Member, officer, or employee *at any point* throughout the trip.

10. **USE ONLY IF YOU CHECKED QUESTION 9(B)**

If the trip includes two overnight stays, please explain why the second night is practically required for Senate invitees to participate in the travel:

11. ☒ An itinerary for the trip is attached to this form. I *certify* that the attached itinerary is a detailed (hour-by-hour), complete, and final itinerary for the trip.

12. Briefly describe the role of each sponsor in organizing and conducting the trip:

ITIF is the sole sponsor, and is organizing and executing all aspects of this trip.

13. Briefly describe the stated mission of each sponsor and how the purpose of the trip relates to that mission:

See Attachment 2

14. Briefly describe each sponsor's prior history of sponsoring congressional trips:

See Attachment 3

15. Briefly describe the educational activities performed by each sponsor (other than sponsoring congressional trips):

See Attachment 4

16. Total Expenses for Each Participant:

	Transportation Expenses	Lodging Expenses	Meal Expenses	Other Expenses
<input checked="" type="checkbox"/> Good Faith estimate <input type="checkbox"/> Actual Amounts	\$780	\$437	\$130	

17. State whether a) the trip involves an event that is arranged or organized *without regard* to congressional participation or b) the trip involves an event that is arranged or organized *specifically with regard* to congressional participation:

The events planned during the trip are all arranged and organized specifically with regard to congressional participation.

18. Reason for selecting the location of the event or trip

See Attachment 5

19. Name and location of hotel or other lodging facility:

Hyatt Regency San Francisco, Five Embarcadero Center, San Francisco, CA 94111

Comfort Inn Palo Alto, 3945 El Camino Real, Palo Alto, CA 94306

20. Reason(s) for selecting hotel or other lodging facility:

Cost, availability, central locations

21. Describe how the daily expenses for lodging, meals, and other expenses provided to trip participants compares to the maximum per diem rates for official Federal Government travel:

See Attachment 6

22. Describe the type and class of transportation being provided. Indicate whether coach, business-class or first class transportation will be provided. If first-class fare is being provided, please explain why first-class travel is necessary:

Coach class travel on a commercial airline and ground transportation via passenger van will be provided.

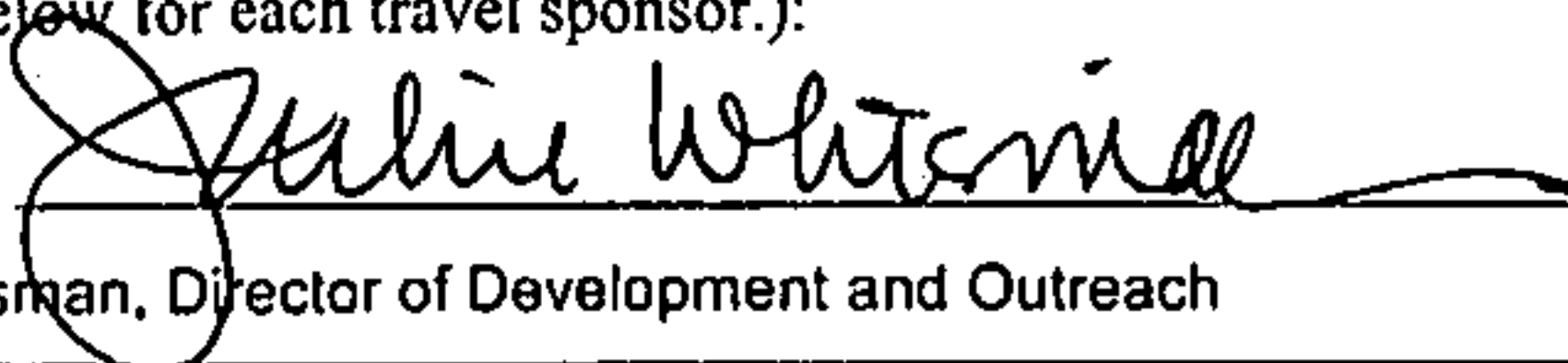
23. ☒ I represent that the travel expenses that will be paid for or reimbursed to Senate invitees do not include expenditures for recreational activities, alcohol, or entertainment (other than entertainment provided to all attendees as an integral part of the event, as permissible under Senate Rule 35).

24. List any entertainment that will be provided to, paid for, or reimbursed to Senate invitees and explain why the entertainment is an integral part of the event:

N/a

25. I hereby *certify* that the information contained herein is true, complete and correct. (You must include the completed signature block below for each travel sponsor.):

Signature of Travel Sponsor:



Name and Title: Jackie Whisman, Director of Development and Outreach

Name of Organization: Information Technology and Innovation Foundation

Address: 1101 K Street, NW, Suite 610, Washington, DC 20005

Telephone Number: (202) 626-5748

Fax Number: (202) 638-4922

E-mail Address: jwhisman@itif.org

United States Senate

SELECT COMMITTEE ON ETHICS

May 9, 2017

Beatrice Pollard
Office of Senator Charles E. Schumer
United States Senate
Washington, DC 20510

Dear Ms. Pollard:

This responds to your recent correspondence concerning an invitation you received to travel to the Information Technology and Innovation Foundation (ITIF) Education Series Staff Trip, in San Francisco and Palo Alto, California on May 31-June 2, 2017, sponsored by ITIF. ITIF certified to the Select Committee on Ethics (the Committee) that it will pay the *necessary expenses*¹ related to the travel and that it is neither a lobbyist, nor lobbying firm, nor an agent of a foreign principal, and it is not otherwise acting as a representative or agent of a foreign government. ITIF has also certified that it does not retain or employ a registered lobbyist or agent of a foreign principal, and that no registered lobbyist will accompany you at *any point throughout your trip*.²

Based on information and materials available to the Committee, and assuming the **actual** travel and travel-related expenses conform to the information and materials you provided, it appears that the proposed payment or reimbursement of necessary expenses for this trip **may be accepted** under relevant Senate Rules and the Committee's *Regulations and Guidelines for Privately-Sponsored Travel*, so long as at the time of the payment or reimbursement, ITIF is neither a registered lobbyist nor lobbying firm under the Lobbying Disclosure Act of 1995, nor an agent of a foreign principal under the Foreign Agents Registration Act (and is not otherwise acting as a representative or agent of a foreign government), and provided the travel and all required documents are disclosed to the Secretary of the Senate in accordance with the provisions of Senate Rules 34 and 35.

Under Senate Rule 35, Senate staff must receive advance authorization signed by the Member or officer under whose direct supervision the individual works in order to accept payment or reimbursement for necessary expenses related to fact-finding travel. Further, such authorization and expenses must be disclosed to the Secretary of the Senate by filing the

¹ The term "necessary expenses" has a specific definition. See *Select Committee on Ethics' Regulations and Guidelines for Privately-Sponsored Travel – Glossary of Terms* at 8.

² The term "any point throughout your trip" has a specific definition. See *id.* at 2.

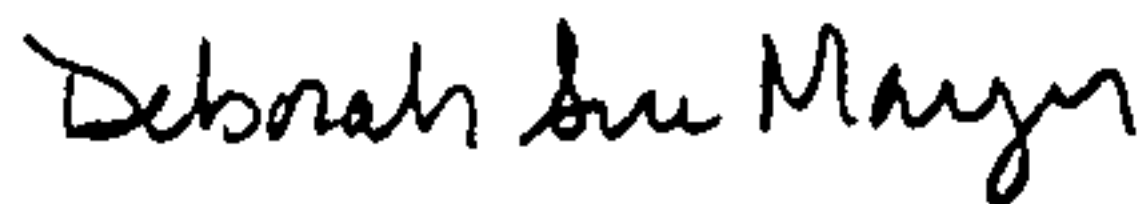
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completed *Employee Pre-Travel Authorization* and the *Employee Post-Travel Disclosure of Travel Expenses* (Form RE-1 and Form RE-2), along with a copy of the *Private Sponsor Travel Certification Form*, and all relevant attachments (e.g., the private sponsor's invitation and itinerary) **within 30 days of the conclusion of Privately-Sponsored Travel.**

Finally, Senate Rule 34 requires a reporting individual,³ on his or her Financial Disclosure Report, to make an annual disclosure of the receipt of payments or reimbursements under Senate Rule 35 from a private sponsor for officially-related travel expenses where, in the aggregate, travel expenses exceed \$390 from that sponsor during a calendar year. However, if a Member, officer, or employee properly reports the receipt of necessary expenses for such travel to the Secretary of the Senate within 30 days of the travel, as discussed above, the travel expenses need not be disclosed a second time on their Financial Disclosure Report.

I hope you find this information helpful. If you have any additional questions, please do not hesitate to contact the Committee.

Sincerely,



Deborah Sue Mayer
Chief Counsel and Staff Director

Enclosure: Travel Checklist

³ A reporting individual is someone whose salary equals or exceeds 120% of the basic rate of pay for GS-15 (\$124,406 for CY 2017) or is a political fund designee and is required to file Financial Disclosure Reports.

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